

# Canal Winchester

*Town Hall  
10 North High Street  
Canal Winchester, OH 43110*



## Meeting Agenda

September 30, 2019

7:00 PM

## Committee of the Whole

*Bruce Jarvis – President  
Mike Walker – Vice President  
Jill Amos  
Will Bennett  
Bob Clark  
Mike Coolman  
Patrick Lynch*

**A. Call To Order****B. Roll Call****C. Also In Attendance**

*Mayor Ebert, Matt Peoples, Lucas Haire, Sargent Cassel*

**D. Items for Discussion****[19-091](#)**

Police Coverage

**[19-092](#)**

Bed Tax ([ORD 60-11 Creation of Destination: CW and Funding Sources, ORD-18-032 Bed Tax Grant Award Process, Exhibit to ORD-18-032, Bed Tax Collections - 2019](#))

**[19-093](#)**

Informal Council Meetings

**E. Adjournment**

10-17-2011

O-11-10F

Sponsor: Mrs. Mershon

**ORDINANCE NO. 60-11**

**AN ORDINANCE TO DESIGNATE DESTINATION: CANAL WINCHESTER AS THE CITY'S VISITORS AND CONVENTION BUREAU AND TO AMEND SECTION 185.02 OF THE CODIFIED ORDINANCES TO UPDATE SUCH DESIGNATION, AND TO DECLARE AN EMERGENCY**

**WHEREAS**, the Canal Winchester Visitors and Convention Bureau will be dissolved and the City desires to designate Destination: Canal Winchester as the City's official visitors and convention bureau for the purpose of promoting tourism and hotel stays within the City; and

**WHEREAS**, Section 185.02 was enacted to establish a tax pursuant to Ohio Rev. Code Section 5739.024(B) on transactions by which lodging by a hotel is furnished to transient guests; and,

**WHEREAS**, Section 185.02 currently directs one-half of the 3% on transactions by which lodging by a hotel is furnished to transient guests to the Canal Winchester Visitors and Convention Bureau;

**WHEREAS**, as Destination: Canal Winchester is now the official City's visitors and convention bureau, it should receive the one-half of the 3% on transactions set forth in Section 185.02.

**NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CANAL WINCHESTER, STATE OF OHIO, THAT:**

Section 1. Section 185.02 of the Codified Ordinances of the City of Canal Winchester is hereby amended to read as follows:

**185.02 Imposition of Tax**

(a) There is hereby levied an excise tax, pursuant to authorization of Ohio R.C. 5739.02(C)(1) on transactions by which lodging by a hotel is furnished to transient guests. The tax is three percent (3%) of the amount paid or to be paid by the transient guest for lodging.

(b) In addition to the tax levied under subsection (a) hereof, there is hereby levied an additional tax, as authorized by Ohio R.C. 5739.024(B) of three percent (3%) on transactions by which lodging by a hotel is furnished to transient guests. One-half of the tax shall be contributed to Destination: Canal Winchester. The remainder of the tax shall be placed in a separate fund to be allocated annually by Council.

(c) The taxes specified in subsection (a) and (b) hereof apply and are collectible at the time the lodging is furnished regardless of whom the transient guest pays for the lodging. Those taxes do not apply to lodging furnished to the State, or any of its political subdivisions or any charitable organization for the lodging of transient indigent individuals, when such charitable organization pays the hotel or transient accommodation for such lodging.

(d) For the purpose of the proper administration of this chapter and to prevent the evasion of the tax, it is presumed that all lodging furnished by hotels in the City to transient guests is subject to the tax until the contrary is established.

Section 2. That Council declares this to be an emergency measure immediately necessary for the preservation of the public peace, health, and safety of this municipality, such emergency arising from the City's immediate need to designate the funds collected to the appropriate visitors and convention bureau for the City; WHEREFORE, this Ordinance shall take effect and be in force immediately upon passage by Council.

DATE PASSED: 10-17-11

Marilyn Rush-Eberberry  
PRESIDENT OF COUNCIL

ATTEST: Monica C. Prosser

Mark D. Hart  
MAYOR

10-19-11  
DATE APPROVED

APPROVED AS TO FORM:

Eugene D. Hahn  
LEGAL COUNSEL

I hereby certify that the ordinance as set forth above was published for a period of not less than fifteen days after passage by Council, by posting a copy thereof in not less than three (3) public places in the municipal corporation, as determined by Council and as set forth in the Canal Winchester Charter.

Monica C. Prosser  
Clerk of Council/Finance Director

ORDINANCE NO. 18-032

AN ORDINANCE AMENDING THE TRANSIENT OCCUPANCY GRANT  
(BED TAX) APPLICATION AND AWARD PROCESS AND DECLARING  
AN EMERGENCY

WHEREAS, Council has determined it is necessary to update the grant application and award process for the granting of Transient Occupancy Tax funds established by Ordinance 138-97 and amended by Ordinance 14-048,

NOW THREFORE BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CANAL WINCHESTER, STATE OF OHIO:

SECTION 1. That the Transient Occupancy Tax Grant (Bed Tax) attached hereto as Exhibit A and incorporated herein by reference be, and the same hereby is, approved and adopted, replacing any previously adopted application and process.

SECTION 2. That this Ordinance is hereby declared an emergency measure necessary for the preservation of public peace, health and safety, such an emergency arising from the need to meet appropriate budgetary deadlines, whereas this ordinance shall take effect and be in full force from and after its passage.

DATE PASSED 9/17/18

ATTEST Amanda M Jackson  
CLERK OF COUNCIL

APPROVED AS TO FORM:

Eugene J. Hines  
LEGAL COUNSEL

[Signature]  
PRESIDENT OF COUNCIL

[Signature]  
MAYOR

DATE APPROVED 9-18-18

I hereby certify that the ordinance as set forth above was published for a period of not less than fifteen days after passage by the Council, by posting a copy thereof in not less than three (3) public places in the municipal corporation, as determined by Council and as set forth in the Canal Winchester Charter.

Amanda M Jackson  
Finance Director/Clerk of Council



**City of Canal Winchester  
Bed Tax Grant Application Guidelines**

**Introduction**

In 1997 the City of Canal Winchester implemented a Transient Occupancy Tax (Bed Tax) to be imposed when lodging is furnished to transient guests by a hotel, motel, or similar businesses. This 6% tax is collected by the City of Canal Winchester for two specific uses. One half of the collections (3%) is contributed to Destination: Canal Winchester, the City's Visitors and Convention Bureau, to be used to promote Canal Winchester. The second half of collections has been dedicated by City Council to be used for grants to community organizations to further enhance the City of Canal Winchester and its residents.

**Eligible Organizations**

Non-profit and private organizations are eligible to apply for funding. Public agencies are not eligible.

**Eligible Projects**

Projects that are eligible for funding must enhance the City of Canal Winchester for its residents and visitors. Projects that promote Canal Winchester to visitors are highly encouraged.

Applications for funding that will be passed through to another organization or individual are not eligible.

This grant money should not be used for expenses related to a for-profit venture.

**Application Guidelines**

- Applications must be made for one (1) project only. Applications listing multiple projects will not be considered for funding. Applicants can submit up to three (3) applications per year for three (3) unique projects.
- The total maximum funding awarded to one applicant across all applications will be \$2,000 per year.
- Funds will not be granted for projects that consist of basic operating and maintenance activities including, but not limited to:
  - o Salaries/benefits of organization personnel
  - o Payment of utilities including fuel
  - o Purchase of office supplies
  - o Payment of subscriptions or membership fees
  - o Conference/travel fees
  - o State or local taxes, fees, etc.
- Applications will be eligible for consideration based on the following criteria:
  - o Completeness of Application
  - o Projected Impact of project on city residents and visitors
  - o Availability of other funding to help support project

- Ability of project to continue or expand in future years
- Funding must be used within the calendar year for which it was requested. Unused funding cannot be carried over to the next calendar year and must be returned to the City.
- Funded applications will be required to submit a final report within 45 days of completion of the funded project.

## **Grant Process**

Bed Tax Grant funds are available once each year as allowed by the City's budget. Funding can vary from year to year based on the availability of funds. Applications will be available on October 1<sup>st</sup> of each year. Applications can be obtained by visiting the City's website, [www.canalwinchesterohio.gov](http://www.canalwinchesterohio.gov), or by email request to the Finance Director, Amanda Jackson, at [ajackson@canalwinchesterohio.gov](mailto:ajackson@canalwinchesterohio.gov).

Completed applications must be submitted by November 30<sup>th</sup> to be considered for funding. Applications can be submitted via email to [ajackson@canalwinchesterohio.gov](mailto:ajackson@canalwinchesterohio.gov) or by mail to: The City of Canal Winchester, Attn: Finance Director, 36 South High Street, Canal Winchester, Ohio 43110.

Questions concerning the process can be directed to Amanda Jackson at [ajackson@canalwinchesterohio.gov](mailto:ajackson@canalwinchesterohio.gov) or 614-837-6937.

Completed applications will be reviewed by a subcommittee of the Finance Committee of City Council. Recommendations of projects to be funded and funding amounts will be made to the Finance Committee with full City Council giving final approval. Approval will occur in December and funding will be provided in January of the following year. Applicants approved for funding will be notified by letter. Unapproved projects will not be notified.

If an approved applicant has previously received funding from the Canal Winchester Bed Tax Grant program, the approval will be conditional upon the receipt of the Final Project Report from the previous grant year. For example, if Organization ABC received funding in calendar year 2014 and the Final Project Report was not due until February 15, 2015 based on the project's completion date, 2015 funding would not be released until receipt and approval of the 2014 Final Project Report.

## **Eligibility Criteria Descriptions**

*Completion of Application* – Application includes all required documentation. Applicants will not be notified if documentation is missing or does not meet requirements. If a requirement is not applicable to the applicant, a brief explanation (2 to 3 sentences) stating the reason it is not applicable should be submitted. Applicants may be contacted by the City to provide clarification as deemed necessary by the awarding committee.

Required documents:

- Application
- Brief, descriptive narrative (no more than 2 pages) of project which includes background on organization, project information, projected impact on Canal Winchester and its residents or visitors and timeline of project
- Budget for the project or calendar year in which project will occur. Must include all other funding sources secured or expected for the project. Budget should be specific and identify the projected costs to be covered by Bed Tax Grant funds.

Additional supporting documents can be submitted as deemed appropriate by the applicant but are not required.

*Projected Impact of Project on City Residents and Visitors* – Description of how the project will enhance the City of Canal Winchester. This can be expressed in a written description or numerically with dollars, percentages, etc.

*Availability of Other Funding to Help Support Project* – Demonstration that funding from the Bed Tax Grant is not the sole source of funding for the project. Applicant should include documentation of other grants organization has applied for, intends to apply for or has been awarded that would help fund the project.

*Ability of Project to Continue or Expand* – Demonstration that project can become a reoccurring event or expanded in the future and its impact on Canal Winchester. Please be specific as to how this would be achieved and supported. Where do you see your event going over the next two years?

### **Final Project Report**

A Final Project Report must be submitted within 45 days of completion of the project. At a minimum, the report should include the following:

- Organization name and contact information
- Date(s) project occurred
- A summary or comparison of the proposed project to actual outcomes, including the impact on Canal Winchester and its residents and visitors
- Copies of invoices or receipts paid with grant funds
- Financial report showing all revenues and expenses of the project
- Any promotional or advertising materials related to the project, if applicable
- Other materials deemed relevant by the awardee

Failure to submit the Final Project Report within 45 days of the project's completion may result in the applicant being ineligible for future funding. Upon review of the Final Project Report, if it is found that funds were spent on ineligible expenses, the applicant will be required to repay the portion deemed ineligible as calculated by the Finance Director.

Final Project Reports should be submitted to: The City of Canal Winchester, Attn: Finance Director, 36 South High Street, Canal Winchester, Ohio 43110.

It is the responsibility of the organization to submit the report on time. No reminders that the Final Project Report is due will be sent.





**City of Canal Winchester**  
**Bed Tax Grant Program Application**

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Website: \_\_\_\_\_

Contact Name/Title: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Contact Email Address: \_\_\_\_\_

Type of Organization \_\_\_\_\_ Non-Profit \_\_\_\_\_ Private \_\_\_\_\_ Other (Please Describe)

\_\_\_\_\_  
\_\_\_\_\_

Is your organization audited: \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, list most recent year audited: \_\_\_\_\_

Project Name or brief description (one sentence or less) of project: \_\_\_\_\_

\_\_\_\_\_

Project Date(s) or Timeline: \_\_\_\_\_

Amount of Funding Requested: \_\_\_\_\_

Total Project Budget (including all sources): \_\_\_\_\_

Please briefly describe other funding sources included in Total Project Budget: \_\_\_\_\_

\_\_\_\_\_

Please briefly describe how requested funds will be used: \_\_\_\_\_

\_\_\_\_\_

**Project Summary:** Please include the following information with this application. Refer to the Bed Tax Grant Program Guidelines for additional information on these requirements. Applications will be scored on the below criteria.

1. Brief, descriptive narrative (no more than 2 pages) of the project that includes the following:
  - a. Where do you see your project over the next few years?
  - b. If this is not a new event, please include a brief overview of previous years including the number of participants/visitors.
  - c. How do you see this project impacting city residents and visitors?
2. Budget for the project or calendar year in which project will occur.

\_\_\_\_\_  
Authorized Official's Signature

\_\_\_\_\_  
Date

Transient Occupancy Taxes for 2018/2019 by Company

Date	Received Of	Amount
09/24/2018	BREWDOG	1,223.48
10/22/2018	BREWDOG BREWING COMPANY LLC	7,546.98
11/19/2018	BREWDOG BREWING COMPANY LLC	8,053.55
12/20/2018	BREWDOG BREWING COMPANY LLC	7,581.03
01/25/2019	BREWDOG BREWING COMPANY LLC	7,679.37
02/25/2019	BREWDOG BREWING COMPANY LLC	6,834.13
03/21/2019	BREWDOG BREWING CO	6,834.21
04/24/2019	BREWDOG BREWING COMPANY LLC	9,576.78
05/22/2019	BREWDOG BREWING CO	8,308.79
06/24/2019	BREWDOG BREWING CO	8,364.27
07/29/2019	BREWDOG BREWING CO	8,164.20
	<b>\$</b>	<b>80,166.79</b>
01/08/2018	CARRAWAY GUEST HOUSE	111.78
01/25/2018	KATHY BINNER	52.16
02/28/2018	CARRAWAY GUEST HOUSE	48.44
04/05/2018	KATHY BINNER	37.26
05/03/2018	KATHY BINNER	78.24
06/01/2018	CARRAWAY GUEST HOUSE	93.15
06/28/2018	CARRAWAY GUEST HOUSE	134.14
07/09/2018	CARRAWAY GUEST HOUSE	126.68
08/14/2018	CARRAWAY GUEST HOUSE	134.14
09/27/2018	CARRAWAY GUEST HOUSE	245.92
11/19/2018	CARRAWAY GUEST HOUSE	111.78
11/19/2018	CARRAWAY GUEST HOUSE	141.59
01/07/2019	CARRAWAY GUEST HOUSE	171.40
01/07/2019	CARRAWAY GUEST HOUSE	128.30
04/08/2019	CARRAWAY GUEST HOUSE	22.36
04/08/2019	CARRAWAY GUEST HOUSE	78.25
06/06/2019	CARRAWAY GUEST HOUSE	137.86
06/06/2019	CARRAWAY GUEST HOUSE	93.15
08/15/2019	CARRAWAY GUEST HOUSE	160.61
08/15/2019	CARRAWAY GUEST HOUSE	190.03
	<b>\$</b>	<b>2,297.24</b>
01/24/2018	SHIYA LLC	4,956.68
02/13/2018	SHIYA LLC	4,364.76
03/21/2018	SHIYA LLC	5,567.67
04/18/2018	SHIYA LLC	8,021.00
05/22/2018	SHIYA LLC	8,372.76
06/18/2018	SHIYA LLC	8,332.44
07/26/2018	SHIYA LLC	9,300.00
08/21/2018	SHIYA LLC	8,961.24
09/24/2018	SHIYA LLC	9,177.36
10/22/2018	SHIYA LLC	7,511.27
11/15/2018	SHIYA LLC	8,393.10
12/10/2018	SHIYA LLC	6,965.64
01/18/2019	SHIYA LLC	5,951.94
02/20/2019	SHIYA LLC	5,290.32
03/21/2019	SHIYA LLC	5,393.16
04/17/2019	SHIYA LLC	7,531.00
05/22/2019	SHIYA LLC	7,667.76
06/12/2019	SHIYA LLC	9,169.44
07/18/2019	SHIYA LLC	6,034.12
08/26/2019	SHIYA LLC	9,070.02
	<b>\$</b>	<b>146,031.68</b>
		106,697.04
		121,798.67
TOTAL - ALL FUNDS:		228,495.71

09/06/2019

RECEIPT REGISTER FOR CITY OF CANAL WINCHESTER  
Post Date from 01/01/2019 - 09/06/2019 Open And Completed Receipts

	Receipt #	Date	Received Of	Amount
C	63938	01/25/2019	BREWDOG BREWING COMPANY LLC	7,679.37
C	65819	02/25/2019	BREWDOG BREWING COMPANY LLC	6,834.13
C	66500	03/21/2019	BREWDOG BREWING CO	6,834.21
C	68701	04/24/2019	BREWDOG BREWING COMPANY LLC	9,576.78
C	69275	05/22/2019	BREWDOG BREWING CO	8,308.79
C	71468	06/24/2019	BREWDOG BREWING CO	8,364.27
C	72560	07/29/2019	BREWDOG BREWING CO	8,164.20
C	63111	01/07/2019	CARRAWAY GUEST HOUSE	171.40
C	63112	01/07/2019	CARRAWAY GUEST HOUSE	128.30
C	68081	04/08/2019	CARRAWAY GUEST HOUSE	22.36
C	68082	04/08/2019	CARRAWAY GUEST HOUSE	78.25
C	70483	06/06/2019	CARRAWAY GUEST HOUSE	137.86
C	70484	06/06/2019	CARRAWAY GUEST HOUSE	93.15
C	74093	08/15/2019	CARRAWAY GUEST HOUSE	160.61
C	74094	08/15/2019	CARRAWAY GUEST HOUSE	190.03
C	63571	01/18/2019	SHIYA LLC	5,951.94
C	65706	02/20/2019	SHIYA LLC	5,290.32
C	66501	03/21/2019	SHIYA LLC	5,393.16
C	68490	04/17/2019	SHIYA LLC	7,531.00
C	69274	05/22/2019	SHIYA LLC	7,667.76
C	71128	06/12/2019	SHIYA LLC	9,169.44
C	71872	07/18/2019	SHIYA LLC	6,034.12
C	74367	08/26/2019	SHIYA LLC	9,070.02

Total of 23 Receipts 112,851.47

## \*\*\* TOTAL BY GL DISTRIBUTION \*\*\*

100-000-4220-00 HOTEL/MOTEL TAX	56,425.69
205-000-4220-00 Hotel/Motel Tax	56,425.78
TOTAL - ALL GL NUMBERS:	112,851.47

## \*\*\* TOTAL BY FUND \*\*\*

100 GENERAL FUND	56,425.69
205 BED TAX FUND	56,425.78
TOTAL - ALL FUNDS:	112,851.47

Hampton Inn Canal Winchester - Based on \$2,500,000 in room revenue year 1

Assumptions:

93 rooms

\$9,500,000 construction project

\$1,050,000 land investment

Construction to begin in fall 18 (open January 2020)

Annual payroll of \$600,000

3 Year Occupancy Rate = 71% -74%

3 Year Avg. Room Rate = \$108.88 -\$113.28

Bed Tax Estimate	Year 1	\$	157,447
	Year 2	\$	165,123
	Year 3	\$	170,731

## Estimated Transient Occupancy Tax Collections by Year

Year	Estimate Collected	Required Disbursement to CVB	Bed Tax Fund	General Fund	Total Rooms	Revenue/Room
2019	\$ 140,000	\$ 35,000	\$ 35,000	\$ 70,000	97	\$ 1,443.30
2020	\$ 275,000	\$ 68,750	\$ 68,750	\$ 137,500	194	\$ 1,417.53
2021	\$ 360,000	\$ 90,000	\$ 90,000	\$ 180,000	276	\$ 1,304.35

Hotels		No. of Rooms	Notes
Carraway Guest House		3	
Doghouse		32	4 room addition planned
Best Western		62	
Hampton Inn by Hilton		93	Jan-20
Fairfield Inn by Marriot		82	Jan-21